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30 July 1953

MEMORANDUM FOR: INSPECTOR GENERAL

SUBJECT: Personnel Office

REFERENCE: Memorandum from Addressee, subject as above,
dated 1 July 1953 (ER-4-2892)

1. The general tenor of service rendered to this Division by Personnel Office is satisfactory, and relations between the two organizations have been eminently pleasant on all levels.

2. This does not, of course, mean that WH feels that certain procedures could not be improved:

- a. In particular it is felt that time lag in notifications of action is unnecessarily great. Indeed in some cases we have received no notice whatsoever of promotion disapprovals and of effective dates of intra-Agency transfers until direct trace is instituted.
- b. Similar lag attaches to forwarding to the Division Form 50 concerning reassignments and transfers.
- c. The records of Personnel Inventory often are non-current and unreliable.
- d. Conflict appears to exist between PDC and the several Career Service Boards, the manifestation being that, the latter boards having indorsed the professional qualifications for promotion of individuals within their respective jurisdiction, PDC has interposed objection on the identical consideration.
- e. Frequently central personnel seems to attempt to deal directly with operational officers rather than with the personnel staff of the Division.

DOCUMENT NO.

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S *Q*

NEXT REVIEW DATE: *20 11*

AUTH: HR 70-2

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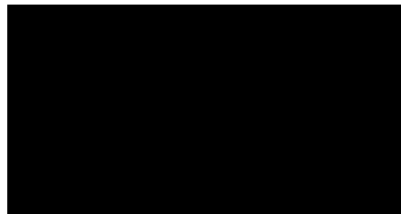
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3. It is recognized that the volume of work in Personnel Office, as in so many other organizational elements of CIA, may well account for certain of the delays cited. We would observe, however, that the lost time and effort resulting from points (d) and (e) above could well be a factor contributing to delays.

4. The following persons constitute the Personnel unit of WHD:

25X1A



Personnel & Training Officer, GS-11,

Personnel Officer, GS-7, Full time.

Secretary-General, clerical duties, full time.

25X1A

5. In addition to her specific duties, [redacted] acts also as de facto deputy to Mr. [redacted] Chief of Administration, WHD, whose staff includes the personnel activity.

25X1A

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J. Caldwell King
Chief, WH

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